



Department of Defense INSTRUCTION

NUMBER 7760.3

June 16, 1955

Administrative Reissuance Incorporating Change 1, December 21, 1961

SUBJECT: Forms for Requisitioning of Printing, Duplicating, and Reproduction Work
(DD Forms 843 and 844)

1. PURPOSE

It is the purpose of this Instruction to prescribe forms for Department of Defense-wide uniform use in requesting printing, duplicating, and reproduction work in order to eliminate more than a thousand forms presently being used.

2. SCOPE

The forms prescribed herein are in addition to DD Forms 282 and 283 (Defense Printing Service Requisition and Defense Printing Service Requisition - Short Run, respectively), and Standard Form 1 (Requisition for Printing and Binding), and, where a form is deemed necessary, will be used for requesting printing and duplicating work from all except industrially funded printing and duplicating facilities.

3. FORMS

The forms listed below (copies attached) are hereby standardized for use by all elements of the Department of Defense to replace all military departmental or lower echelon forms used for requesting printing, duplicating, and reproduction work from printing and duplicating facilities (excepting such of those facilities as are industrially funded). The forms prescribed herein will be used immediately upon depletion of supplies of existing forms used for these purposes, or, if desired, a department may

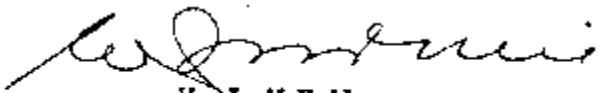
obsolete its present stocks of such forms and use these prescribed forms as soon as they are available:

Requisition For Printing and Binding Service, DD Form 843;

Requisition for Local Duplicating Service, DD Form 844.

4. IMPLEMENTATION

This Instruction will be implemented effective 1 July 1955. Two (2) copies of departmental implementing issuances will be furnished the Assistant Secretary of Defense (Comptroller) by 1 September 1955.


W. J. McNeil
Assistant Secretary of Defense (Comptroller)

Enclosures - 2

1. Requisition For Printing and Binding Service, DD Form 843
2. *Requisition for Local Duplicating Service, DD Form 844*

E1. ENCLOSURE 1

REQUESTION FOR PRINTING AND BINDING SERVICE		FUND <input type="checkbox"/> INFORMATIONAL <input type="checkbox"/> OPERATIONAL	DATE _____	ACTIVITY ORDER NUMBER _____	PLANT AND SHOP _____	JOB NUMBER _____																								
7a. _____		7b. _____		7c. _____		7d. _____																								
1. TITLE OF PUBLICATION _____				2. NUMBER AND DATE _____																										
3. PURPOSE, FUNCTION, ECONOMICS EFFECTS AND CONSEQUENCES _____																														
4. QUANTITY <input type="checkbox"/> 100 <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> 1000 <input type="checkbox"/> 2500 <input type="checkbox"/> 5000 <input type="checkbox"/> 10000 <input type="checkbox"/> OTHER QUANTITY <input type="checkbox"/> 5. PARTIAL DELIVERY REQUESTED <input type="checkbox"/> COMPLETE DELIVERY REQUESTED <input type="checkbox"/>				6. TYPE OF PUBLICATION _____		7. NUMBER OF PAGES _____																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>DATE</th> <th>QUANTITY</th> <th>DATE</th> <th>QUANTITY</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>				DATE	QUANTITY	DATE	QUANTITY									<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>DATE</th> <th>QUANTITY</th> <th>DATE</th> <th>QUANTITY</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>		DATE	QUANTITY	DATE	QUANTITY									8. NUMBER OF PAGES _____
DATE	QUANTITY	DATE	QUANTITY																											
DATE	QUANTITY	DATE	QUANTITY																											
9. BINDING <input type="checkbox"/> HARDCOVER <input type="checkbox"/> SOFTCOVER <input type="checkbox"/> PAPERBACK <input type="checkbox"/> OTHER <input type="checkbox"/> <input type="checkbox"/> BOUND <input type="checkbox"/> UNBOUND				10. PAPER STOCK _____		11. FINISH _____																								
12. CLASSIFICATION _____				13. ADDITIONAL INSTRUCTIONS (If any, attach) <input type="checkbox"/> YES <input type="checkbox"/> NO																										
14. DISTRIBUTION INSTRUCTIONS (If any, attach) <input type="checkbox"/> YES <input type="checkbox"/> NO				15. APPROVATION CARD _____																										
16. DATE RECEIVED _____				17. DATE COMPLETED _____																										
18. DATE AWAY _____				19. DATE AWAY _____																										
20. DATE RECEIVED _____				21. DATE COMPLETED _____																										
22. DATE AWAY _____				23. DATE AWAY _____																										

DD FORM 643

E2. ENCLOSURE 2

REQUISITION FOR LOCAL DUPLICATING SERVICE				DATE OF REQUEST	DATE REQUIRED	JOB NUMBER
TO:				FROM: (Organization and room number)		
1. FOR REFERENCE CONSULT				3a. DELIVER TO		
2. DESCRIPTION (Title, form number, etc.)				3b. NAME AND PHONE NUMBER OF PERSON TO CALL IF TO BE PICKED UP		
4. NO. OF ORIGINALS	5. NO. COPIES EACH	6. TYPE OF REPRODUCTION <input type="checkbox"/> OFFSET <input type="checkbox"/> MIMED <input type="checkbox"/> OTHER (Specify)		7. SECURITY CLASSIFICATION		8. DISPOSITION OF ORIGINALS <input type="checkbox"/> RETURN <input type="checkbox"/> DESTROY
9. PAPER KIND SIZE COLOR		10. COLOR INK	11. PRINT <input type="checkbox"/> ONE SIDE <input type="checkbox"/> HEAD TO HEAD <input type="checkbox"/> HEAD TO FOOT <input type="checkbox"/> HEAD TO <input type="checkbox"/> L <input type="checkbox"/> R		12. COLLATE <input type="checkbox"/> YES <input type="checkbox"/> NO STAPLE <input type="checkbox"/> YES <input type="checkbox"/> NO	
13. ADDITIONAL SPECIFICATIONS (including distribution, punching, padding, location of staples, etc.)				14. SIGNATURE OF REQUESTER (This requisition contains no copyrighted material other than that indicated on attached copyright release.)		
				15. SIGNATURE OF APPROVING OFFICIAL		
FOR REPRODUCTION UNIT USE ONLY						
16. DATE RECEIVED		17. PRIORITY		18. OPERATOR		22. DATE REQUESTER NOTIFIED JOB IS COMPLETE
19. NO. OF COPIES REPRODUCED		20. DATE DELIVERED		21. JOB RECEIVED BY		

DD FORM 844
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